

**Space Family Education, Inc.**  
**Board of Director's General Meeting**

**August 16, 2007**

**Special Topic: The "Green" JSC CCC – Jerry Rowlands**

Jerry Rowlands kicked off the meeting discussing the on-going construction project around the parking lot of the JSC CCC to make the center a green facility. Renewable energy sources including solar panels and wind turbines are being installed at the CCC. Power generation sources were sized to fulfill the CCC energy needs. However, the CCC remains on the NASA power grid. If not enough power is generated from the renewable sources at any given time, standard NASA utilities will be used to meet the needs. If too much power is generated, surplus power will be provided back to the power grid for use elsewhere at NASA.

Members at the meeting raised questions regarding the safety of the solar panels. They appear low to the ground, within reach of people/children. Jerry commented that he didn't expect anyone to touch them but, even if they did, neither the poles nor the panels themselves pose a hazard. Debbie B. noted that NASA facilities is overseeing the project and has performed safety assessments. She also noted that, once the power sources are in operation, if the CCC believes a boundary fence is necessary, it can be requested through JSC facilities.

Maintenance of all power generation equipment and electrical is covered under NASA contract and requires no action from SFEI staff. During high winds or hurricane, the wind turbines (rated to 140 miles/hour) can/will be laid down. Debbie B. noted that the Memorandum of Understanding between NASA and SFEI should probably include some wording on NASA responsibilities for the "green" equipment. A member raised a question as to whether the wind turbines contained lightning rods. Jerry was uncertain but said that he would find out and let Chris W. know.

The project is forecasted to have all hardware installed by September 15, 2007 and be fully operational by the end of the fiscal year, September 30, 2007. Any activities that require disrupting the power supply to the CCC will be performed outside regular business hours. Upon completion of the project, a suggestion was made to have a ceremony as the center officially "goes green". Suggestions included having the "NASA Round Up" cover the story and having the children make thank you notes/gifts for responsible parties.

## ***Safety Report***

**Director & Vice President** (Chris W. and Debbie B. for Jay L.)

***Close Calls:*** No new close calls were submitted over the past month.

***Severe Weather Drill:*** A severe weather drill was performed at the CCC today. For severe weather, children and staff move to a designated interior room and shelter-in-place. A number of issues were highlighted during the drill. Chris W. documented the issues and will work to address them prior to the next drill.

***Accident/Illness Report:*** An accident/illness report was not generated for this month but the raw data has been collected and is available. Debbie B. will transition the task of generating the reports to the new Vice President, Jay L. Jay will generate the reports, post on the JSC CCC website and outbrief the data at subsequent monthly board meetings.

## ***Director's Report***

### **Staffing**

#### ***New Hires:***

Ms. Stacey has been hired to replace Ms. Demetria in Room 2. Ms. Stacey has recently moved to the Houston area from New York.

Ms. Deana, a former Room 2 teacher, will be returning to the center as the infant/toddler full-time floater.

Chris is in negotiations with a candidate for the SFEI office manager position. She expects the job to be filled very soon.

#### ***Resignations:***

Ms. Jasmine, a Room 3 teacher, will resign effective August 20, 2007.

Members in attendance at the meeting expressed concerns regarding the number of teachers that have resigned in the past few months. They stated that parents highly value the teachers and the stability that their continued employment provides to the CCC and the children. They emphasized that teacher retention should be the goal of SFEI management and questioned whether there were appropriate mechanisms in place to manage staff grievances and conflict such that issues can be addressed prior to the employee feeling compelled to resign. The board recognized the need for a policy/process for the staff to raise issues and the SFEI management and/or board and address those issues before they escalate.

#### ***Other:***

Ms. Georgia notified Chris that, due to medical conditions, she can no longer drive the bus. Chris will be seeking a replacement bus driver.

## **Operations**

### ***FACILITY***

***Roof Leaks:*** Chris W. reported that the roof leaks appear to be fixed. No leaks were identified today (during the severe weather that occurred).

***Water Pump Repair:*** Chris W. reported that the water pump that failed preventing water from draining from the playground area has been repaired.

***Floor Cleanings:*** Chris W. reported that there is now a regular schedule for carpet and tile cleanings at the JSC CCC. Carpets will be cleaned on the first Saturday of every month. Tiles will be cleaned on the third Saturday of every month.

### ***SPECIAL EVENTS***

***Open House:*** Due to the Labor Day holiday, Open House has been postponed until Tuesday, September 11. Open House is an adults-only event.

***Teacher Workdays:*** Chris W. is holding teacher workdays both Friday night, August 24<sup>th</sup>, and Saturday, August 25<sup>th</sup>, to freshen up and make improvements to the facility prior to the start of the new school year. Parents are welcome to come out and assist if available.

## ***Committees Report***

### **Fundraising:**

***JSC CCC Alumni Association:*** Jennifer M. reported that information will soon be sent out on the new JSC CCC Alumni Association. Information will include details on a new yearbook project.

***Fundraising Materials for Open House:*** Jennifer M. reported that the fundraising committee is assembling materials to be provided to enrolled members during Open House.

**Standard Operating Procedures (SOP):** The SOP re-write is near complete but few have had the opportunity to review it. There are some policy changes. Most of the changes are minor but some are more significant and will require a board vote. SOP revisions are planned later this year including a policy addressing SFEI field trips. The SOP will be posted to the webpage and email notification will be sent to the members to review the document when available. All enrolled members must sign an acknowledgement form that they have reviewed the SOP and understand and agree with SFEI policies. Acknowledgement forms are due 2 weeks after the start of the new school year (starts August 27).

### ***Room Reports***

No room reports.

### ***Board Members' Reports***

*Note: Due to the special presentation on the "green" JSC CCC, there was not sufficient time to get detailed reports from the board members*

#### **Policies and Procedures** (Liana R. acting)

None.

#### **Treasurer** (Heather R.)

None.

#### **Secretary** (Tammy G.)

Tammy reported that the newly-elected Policies and Procedures board member has decided not to take the position. In September, Tammy will be sending a memo to members requesting nominees for the vacated position. In addition, she will be working with NASA personnel to prepare a special on-line election to fill the position. In the interim, the former Policies and Procedures board member, Liana R., will continue in that role.

#### **Vice President** (Jay L.)

None. Jay L. was unable to attend the meeting.

#### **President** (Debbie B.)

None.

#### **Member Walk-Ons:**

None.

#### **Future Topics:**

Child Care Market Survey – Stephen Williams/Heather Rarick

**Attendance:**

***BOD:*** Debbie B., Heather R., Tammy G., Liana R.

***SFEI Staff:*** Chris W.

***NASA Liaison:*** Rene H.

***Members:*** Ken F., Gloria C., Cathy M., Jennifer M. (by telecon)

***Guest Speaker:*** Jerry R.

**The next meeting is scheduled for September 20, 2007,  
Building 111 Conference Room – 11:30 AM - 1:00 PM**